
John Rugira
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EDUCATION

Doctorate in Business Administration (DBA) From sept 2017
Université de Sherbrooke, Sherbrooke (Canada)

Master in Business Administration (MBA) Accounting and Finance 2011-2013
Mount Kenya University, Kigali (Rwanda)
Thesis on Credit risk management

Bachelor in Business Administration (B.B.A.) – Finance 2007-2010
Kigali Independent University, Kigali(Rwanda)

TEACHING EXPERIENCE

Business faculty, Kigali Independent University University 2012-2015
Course Taught : Financial management, portfolio management, financial accounting, financial analysis, capital budgeting and investment.

School of Business, Mount Kenya University 2012-2015
Course Taught : Business studies, financial management, accounting for assets and liabilities

Mahatma Gandhi University 2014
Graduates Courses Taught: Accounting for managers , project management, international business finance, business environment and corporate finance.

INTERESTS

Teaching: Financial institutions management, financial risk management, financial analysis
Research: Financial institutions management, risk management, Organisational governance.

PROFESIONNAL EXPERIENCE

University Service

2013-2014

Business faculty, undergraduate committee member, In charge of student research evaluation, Kigali Independent University, Finance department.

Financial Manager at AESD Kigali-Rwanda

2011-2015

Financial accounting and reporting

- Develop and maintain timely and accurate financial statements and reports that are proper for the users and in accordance with generally accepted accounting principles (GAAP)
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Reconcile bank and other projects accounts and review monthly results and implement monthly variance reporting
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Assist the Executive Director with financial reporting as required at Board meeting and the Annual General Meetings.

Payroll preparation and administration

- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
- Negotiate and manage the employee insurance and benefits plans
- Process and submit statutory and benefits remittances on time

Budget preparation

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Executive Director and Treasurer and/or Finance Committee
- Assist Program Directors and Project Managers with the preparation of budgets for funding applications.

Project management accounting

- Maintain financial records for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders
- Provide accurate and timely reporting on the financial activity of individual projects

Information technology

- Evaluate the need for new technology to meet the organization's financial data processing, control, and reporting requirements
- Advise on appropriate technology that meets the organization's information requirements and financial resources

Risk management

- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized
- Advise the organization's leadership on appropriate insurance coverage for the organization and the board of directors
- Maximize organizational income and negotiate with bank for lines of credit where necessary or other financial services as required and appropriate.

References available upon request

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